

May 8, 2012

East Providence Housing Authority

REGULAR MEETING

March 27, 2012

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at Harbor View Manor. The meeting was called to order at **4:35PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, Antero Braga, Patricia Diffley, M. Luci Stoddard, Dorothy Tillou, John Faria and Executive Director Theresa Correia. Absent: Antero Braga

RESIDENT & PUBLIC CONCERNS:

None

APPROVAL OF MINUTES:

Regular & Reorganizational Meeting – 2/28/12. Motion by John Faria to accept the minutes as presented, seconded by Commissioner Tillou. All Commissioners voted aye.

DIRECTOR'S REPORT:

Director Correia reported on the following:

- A small leak was found in the hot water tank at Warren Avenue. Our Architect, Jim Castellucci, put is in contact with Creative Environment Corp, a consulting engineer firm. Tony Cunha met with Jason Sousa from their office so they could determine what was needed and prepare an analysis. Tony elaborated on the issue, informing the board that the tank had certainly outlived its life expectancy. We will come back to the board with the results at the next meeting.
- The 2012 HCV FSS NOFA was published. Director Correia explained that the grant is one that enables our agency to staff and run the Family Self Sufficiency Program with a part time coordinator. Our consultant, Ralph Pari, is working on the application with Coordinator, Jennifer Brightman. Application is due in by 4/24/12.
- The Housing Choice Voucher Manager position was posted the week of March 9th internally, and also sent to all RI PHA's. The ad was also placed in the Providence Journal, The Providence En Española and the East Bay Newspaper. As of March 25th, 14 resumes have been received. Interviews will begin shortly.
- Director Correia reported on an incident that took place at Goldsmith Manor on March 12th. Lori Pontus was notified by a tenant that another tenant was sleeping in the hallway. Acting cautiously, Lori contacted community police officer Aguiar and asked the he accompany her to the

unit where this tenant resided. They knocked on the door and were allowed in by the resident. After speaking with the tenant, it was clear that he needed care and he agreed to be transported to the VA. Upon entering, Officer Aguiar noticed several knives in the unit that were large. After further questioning by both Officer Aguiar and Pacheco, the resident produced other items that he had in his unit. For the safety of the tenant and the residents, items were removed by the officers for safekeeping. As a result of this incident, Lori contacted the family who decided it was in his best interest to move him out of the unit. Director Correia and Chairman Smith commended Lori for her efforts in acting quickly and professionally to address this tenants needs.

- Director Correia informed the board that a tenant meeting would be held at City View Manor community room on 3/29 @ 1:30. All City View tenants have been urged to attend to be updated on the Exterior Modernization Project that is to begin. The architect and general contractor will be present.

Commissioner Faria moved and Commissioner Stoddard seconded to approve the Executive Director's report as presented. The motion carried.

PUBLIC HOUSING VACANCY REPORT

Lori Pontus reported that there were 7 vacancies, of which 3 would be leased up in 3-4 day, one was a transfer, and the remaining 3 almost ready to lease up. Vice Chair Vargas commended the staff for keeping the number of vacancies down from what they had been in the past. Director Correia stated that it is due to the hard work of the maintenance staff that the units are completed and ready for leasing in a timely manner. Commissioner Stoddard moved and Commissioner Diffley seconded a motion to approve the report. The motion carried.

SECTION 8 OCCUPANCY REPORT

Director Correia reported that there had been a 35% increase in leasing since 9/30/11. This was due to a combination of the Bullocks Point Village project and applicants from the waiting list leasing up. Conversation ensued about trying to locate buildings and increase the number of housing units available in the city. A motion was made by Commissioner Stoddard, seconded by Vice Chair Vargas to accept the report as presented. The motion carried.

FAMILY SELF SUFFICIENCY REPORT

Jennifer Brightman, the program coordinator, gave a brief summary of the program for those that did not know what it involved. She then updated the board on the number of participants that had recently signed up and status on the existing. Also informed the board of the organizations and businesses she is working to "partner" with and add to the program coordinating committee (PCC). A motion was made by Vice Chair Vargas, seconded by Commissioner Faria to accept the report as presented. The motion carried.

PAID BILL REPORT

February 2012 - \$229,147.73 Commissioner Stoddard requested a list of vendors/contracts for the next meeting. Commissioner Tillou moved approval of the February 2012 Paid Bill Report. That motion was seconded by Commissioner Diffley and passed unanimously.

REQUISITIONS:

NONE

NEW BUSINESS

A. Resolution #480: –HCV Reasonable Rent Determination Policy

After a brief explanation by Director Correia, a motion was made by Commissioner Faria to amend the SEC 8 Administrative Plan to include the RR Policy as presented. It was seconded by Commissioner Diffley. Under a roll call vote, motion passed unanimously.

B. RI No Smoking Law in Public Places:

Director Correia began by reminding the residents in attendance and the board that this law has been in effect since 2005. Due to complaints by tenants that the law was not being followed, additional signs have been put up at the entrances, again enforcing the law. Correia also noted that the board, at a regular meeting in March of 2005, adopted a policy that specified there would be no smoking 50' from any entrance or on the balconies to ensure that smoke would not migrate into the buildings. Letters were sent to any tenant that we were informed may be in violation. Continuing to violate the regulation is grounds for eviction. Correia invited anyone in attendance to address the board with their concerns. Conversation ensued between the tenants and board. Correia agreed to designate an area for smoking and research the 50' rule.

FYI:

None

ADJOURNMENT

Director Correia reminded the board and residents that if they wish to present a topic to notify her office in advance of the agenda, if able to. At 5:34 PM upon a motion by Chairman Smith with a second by Commissioner Tillou the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

Theresa M. Correia

Executive Director

Transcribed by tmcorreia